ROBERT SMITH

Lead Property Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Skilled multifaceted professional offering 10 years of diverse experience in various business environments with exceptional performance record recognized by steady advancement through increasingly responsible Administrative.

CORE COMPETENCIES

Proficiency In MS Office, Angus, Building Engines.

PROFESSIONAL EXPERIENCE

Lead Property Assistant

ABC Corporation - July 2005 – July 2006

Key Deliverables:

- Property Assistant of square feet of a high rise office building and single-story professional complex in Arlington, VA and Reston, VA.
- Oversaw day to day tenant request through the use of an online tenant request system and made sure all tenant request was answered and completed within 24 hours.
- Assisted in completing the budget and forecast for all six properties.
- Gained experience in several capital projects to include building caulking, EMS Upgrade, and parking garage membrane repairs.
- Gained experience managing GSA tenant while working with the Department of Homeland Security.
- Evaluated all current vendor contracts and re-bid where necessary.
- Successfully worked with building engineers, Assistant Property Manager, and General Manager.

Property Assistant

ABC Corporation - 2000 – 2005

Key Deliverables:

- Lead PA on the Property Management team of the Willard Office Building and 1700 New York Avenue Class A Commercial Properties.
- Handled daily tenant correspondence and maintenance requests.
- Prepared monthly accruals, assisted with variances, and packaged monthly financial reports for ownership review.
- Distributed monthly rental statements, prepared tenant bill-backs as specified per lease agreement, and assisted with reconciling aged delinquencies.
- Obtained bids and drafted service agreements/short form contracts for improvement projects and recurring monthly services.
- Coordinated with the Willard Intercontinental Hotel for special access control and prepared monthly invoice for shared common area expenses..

2259 Oak Street, Old Forge, New York, 13420

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor's in Journalism - 2000(University of Maryland-College Park - College Park, MD)

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